

## IC Memorandum 10-40



**To: KEHP Insurance Coordinators**

**From: Department of Employee Insurance (DEI)**

**Re: Chapman Kelly Audit – Group 4 Deadline Extension**

**Date: December 9, 2010**

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
2<sup>nd</sup> Floor, State Office Building  
501 High Street  
Frankfort, Kentucky 40601

Web Site: <http://kehp.ky.gov>  
Wellness Hotline: 877-KEHP-WELL

Despite multiple requests, many members included in the Group 4 audit have not submitted dependent verification documents to Chapman Kelly. Last week we sent you a listing of members who have not complied.

This week we sent the attached letter to members who have not responded or only partially responded to the audit. In addition, we have **extended the deadline for verification for Group 4 until Thursday December 23, 2010.**

**If Chapman Kelly does not receive verification by Dec. 23, the dependents will be terminated.**

If you have not already contacted the members on the list we sent last week, please contact them. **You should direct the members to contact Chapman Kelly immediately. Phone (877) 774-3422.** If you have, thank you.

### **Other communication and due dates:**

December 13 – Chapman Kelly will send a final notice of the grace period reminding them of the December 23<sup>rd</sup> due date.

December 29 – Chapman Kelly will mail the Termination Notice with a copy of the Appeal Form and DEI will terminate the dependents.

January 14, 2011 – Deadline for Appeals.

If you have questions, please contact us at: 888-581-8834.

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